



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12594.2D
BCPD
29 AUG 1990

BASE ORDER 12594.2D

From: Commanding General
To: Distribution List

Subj: UNIFORMS AND HANDTOOLS

Ref: (a) CPI 594 (NOTAL)

1. Purpose

- a. To publish regulations concerning requirements and monetary allowances for the wearing of uniforms by civil service personnel in compliance with the reference.
- b. To publish requirements for trade/craft employees to furnish handtools appropriate to their trade as a condition of employment.

2. Cancellation. BO 12594.2C.

3. Policy. Employees shall be required to wear uniforms when management determines that a uniform is necessary in the performance of official duties. The uniform specified shall be the most economical type which is sufficient to accomplish the purpose for which it is required.

4. Definition. A uniform includes articles of clothing or insignia which an employee is required to wear in the performance of official duties, normally for identification. Special clothing and equipment for the protection of personnel in the performance of assigned tasks are procured under 5 U.S.C. 7903 and are not furnished under the provisions of this Order. This includes aseptic or protective clothing worn by hospital employees, food handlers, and laboratory technicians.

5. Responsibilities

a. Employees required to wear a uniform are responsible for:

- (1) Reporting for work properly uniformed.
- (2) Keeping uniforms neat, clean and in a good state of repair.
- (3) Wearing the uniform only on duty or when proceeding from home to duty station and return. The wearing of uniforms when off duty or not in route to and from duty station is prohibited.

b. Supervisors are responsible for ensuring employees comply with their responsibilities described above. Supervisors will also ensure that no employee is required to wear a uniform unless the uniform is furnished by the government or a uniform allowance is authorized herein.

c. The Civilian Personnel Director is the certifying officer for payment of uniform allowances in the case of Marine Corps Base employees and is responsible for preparation of public vouchers, NAVCOMPT FORM 2277. The fiscal officers of the Naval Hospital and Navy Dental Clinic are the certifying officials for their respective commands and are responsible for preparation of vouchers for employees of those commands. Each certifying officer is responsible for maintaining a copy of each voucher certified and submitted for payment.

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6. Allowances. Employees in the following categories who are required to wear prescribed uniforms are entitled to the allowances shown when the uniform is not furnished by the government.

	INITIAL ALLOWANCE	QUARTERLY REPLACEMENT ALLOWANCE
a. Firefighters, Game Wardens	\$400	\$ 75
b. Dental Hygienists, Dental Assistants, Nurses, Practical Nurses, X-Ray and Clinical Technicians, Physician Assistants	\$300	\$ 75

The initial uniform allowance is effective on the date the employee is placed in a position in which the wearing of a uniform is required. The period covered by an initial allowance is one year. Initial allowances shall be paid in advance in accordance with applicable regulations. The Department Head will determine whether a refund of an initial allowance will be required of an employee who vacates a position during the initial allowance period. Replacement allowances are payable one year after the effective date of the initial allowance.

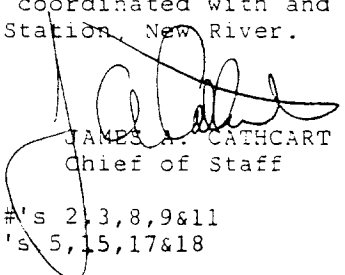
7. Handtools

a. Civil Service personnel employed as workers and journeymen in utility plants and in trade/craft occupations are required to furnish only the basic tools of their trade. Lists of required tools will be established and maintained by departments concerned. Upon permanent assignment to these positions, employees will be expected to have a sufficient number of these tools to perform the common tasks of their trade. Within 45 days after assignment they will be expected to have all of the required tools. New employees will be provided a copy of the basic tool list within thirty (30) days after permanent assignment to the position.

b. Personnel employed as trainees will be expected to have a sufficient number of these tools within 30 days after assignment. They will be expected to acquire additional tools as training progresses, and have all the required tools not later than one year after assignment to the training program.

8. Action. Organizational Commanders, Assistant Chiefs of Staff, and Department Heads will ensure that all subordinate managers and supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

9. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.


JAMES A. CATHCART
Chief of Staff

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